What Every GSL Employee Ought to Know

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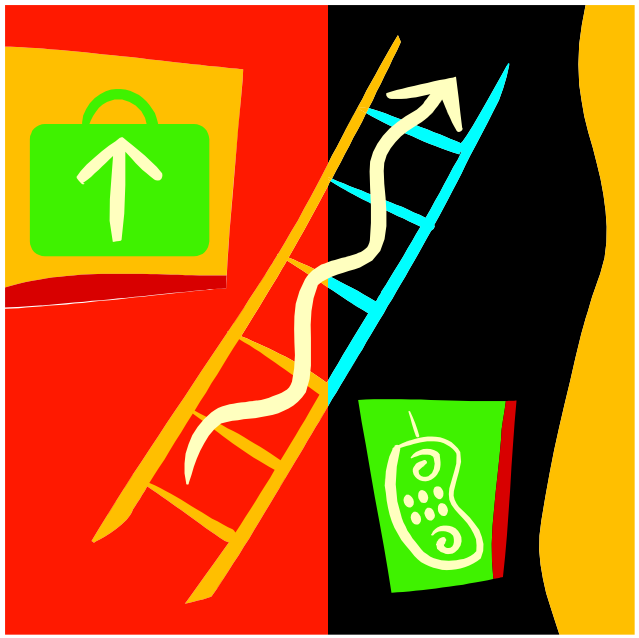
Topics

- Purpose of the Briefing
- My Philosophy
- Mission and Values: Army, ERDC, GSL
- Essentials for Success
- Performance Rating Issues
- Other Personnel Topics
- Questions?

Purpose of the Briefing

To help you understand how to succeed as a GSL employee



My Philosophy

- First things first: think self, family, work
- Treat everyone with dignity and respect
- "Do the best you can"
- Think two (or three or four) echelons above
- Do the right thing
- Have fun!

United States Army
Values
Loyalty
Duty
Respect
Selfless-Service
Honor
Integrity
Personal Courage

Mission and Values

US Army Corps of Engineers

Serving the Army and the Nation

- Water resources
- Environment
- Infrastructure
- Disasters
- Warfighting

From the Chief of Engineers

- **Chief's Philosophy**
  - Every USACE soldier and civilian has four individual responsibilities:
    - Know your job
    - Be situationally aware
    - Be healthy
    - Treat every individual with dignity and respect
  - Leaders set the example
  - Think through problems and let me know what YOU would do if YOU were the CG. DON'T COMPLAIN!
  - Keep a sense of humor, enjoy your families, and have fun.

The Chief's "JUST DO IT" Card

- **Ask yourself:**
  1. Is it good for my customer?
  2. Is it legal and ethical?
  3. Is it something I am willing to be accountable for?
- **If so, don't ask for permission. You already have it!**

JUST DO IT!

Mission and Values

Engineer Research and Development Center

Values: We exist to serve the Corps of Engineers, the Army, and the nation. We do this by helping our customers succeed through the superior products and services we provide. We believe that close relations with our customers and continuous improvement in our products and services are essential elements of our business. We pursue growth that enables us to meet our customers' needs more effectively, but reject growth simply for its own sake. Our ***people*** are the reason for our success and the key to our future.

Mission and Values

Engineer Research and Development Center

Values: We treat (people) with dignity and respect, and actively support their career development. We strive constantly to provide them a stimulating work environment that encourages and rewards teamwork and collaboration at all levels.

Mission and Values

Geotechnical and Structures Laboratory

Mission: The ERDC GSL services the Army and the Nation by providing research and development solutions to challenges in geotechnical and structural engineering and related disciplines.

Mission and Values

GSL Vision Statement

- **GSL will be recognized as a premier R&D organization.**
- **We will achieve this:**
  - Through uncompromising commitment to the nation to focus our full integrated capabilities on our customer's needs.
  - Through determined efforts to work with others and improve constantly what we do and how we do it.
  - By relentlessly reshaping our core capabilities to maintain technical leadership in our mission areas.

GSL Values

- **Expect honesty, integrity, and trustworthiness**
- **Strive for proper balance among self, family, and work**
- **Seek cooperation, openness, and candor**
- **Strive for excellence**
- **Have fun!**

The Essentials

- Do excellent work
- Have a “can-do” attitude
- Work well with others
- Be flexible
- Be proactive
- Seek positive mentor
- Be optimistic
- Balance life and work
- Have fun!

For Engineers and Scientists

- **Publish, publish, publish!**
  - **Technical reports first (satisfy customer)**
  - **Proceedings, journals second**
  - ***Average one journal article per year***
- **Get graduate degree(s)**
- **Be active in national/international professional societies**
  - **Take leadership role (committee officer, etc.)**
  - **Volunteer to make presentations, write papers, preside over sessions, etc.**

Research Grade Evaluation Guide

Become ***very*** familiar with RGEG

http://www.opm.gov/fedclass/gsresch.pdf

- Basis for promotion up research ladder
- Four factors for evaluating research grade
  - The research situation, or assignment
  - Supervision received
  - Guidelines and originality
  - **Qualifications and scientific contributions***

    * double-weighted

Performance Rating/Evaluation System

- **Elements and Standards**
  - Technical Competence
  - Planning/Timeliness
  - Communication
  - Teamwork/Leadership
  - Program/Project/ Work Development
  - Personal Development/Initiative
  - Customer Care
  - *Supervision*
  - *Diversity/EEO*

- **Element Scores/Terms**
  - 0 = Unacceptable
  - 1 = Marginal
  - 2 = Fully Successful
  - 3 = Commendable
  - 4 = Outstanding
  - 5 = Exceptional

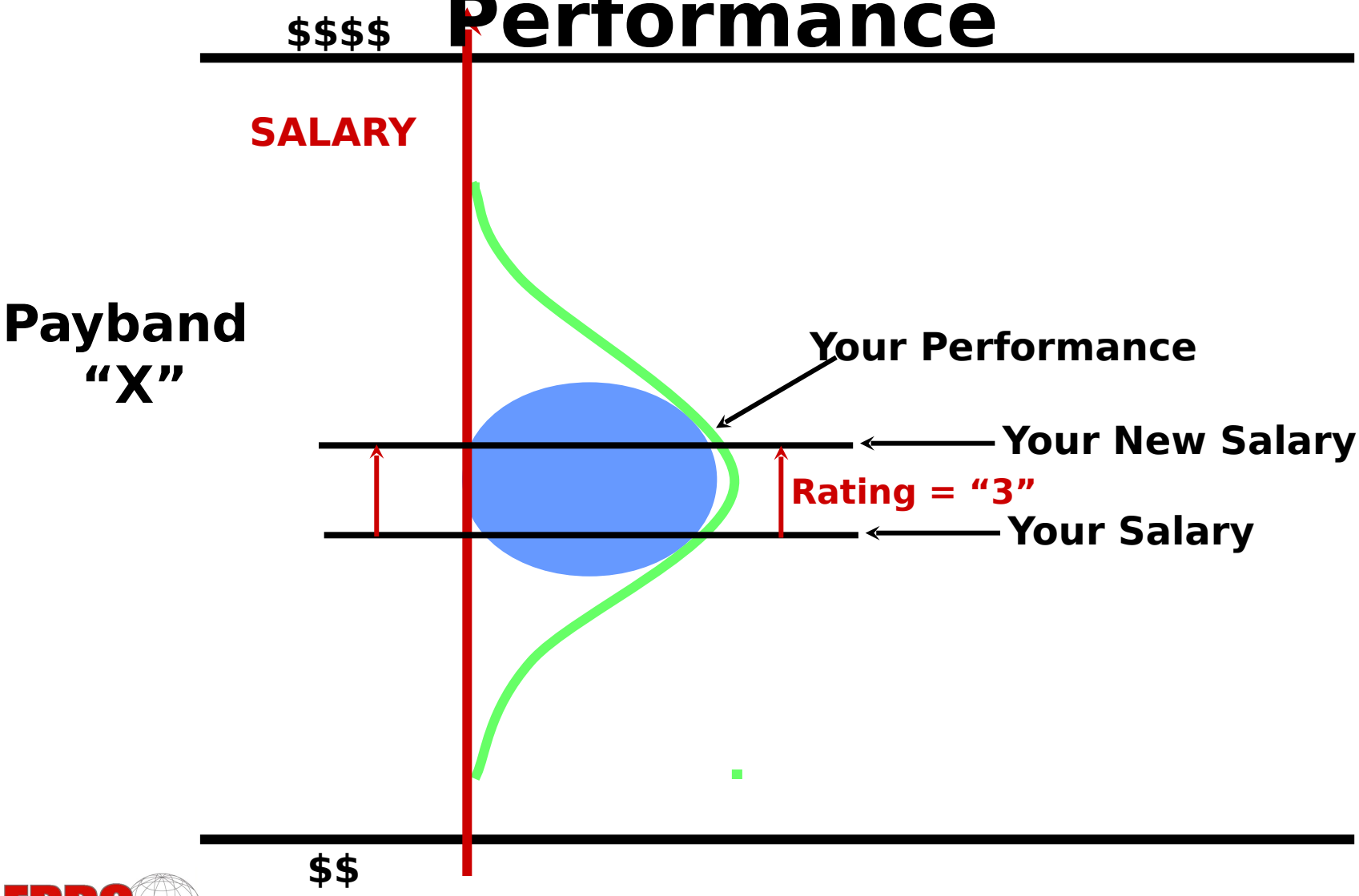
In FY04, Element Scores/Terms:

0-1 = Less Than Fully Successful

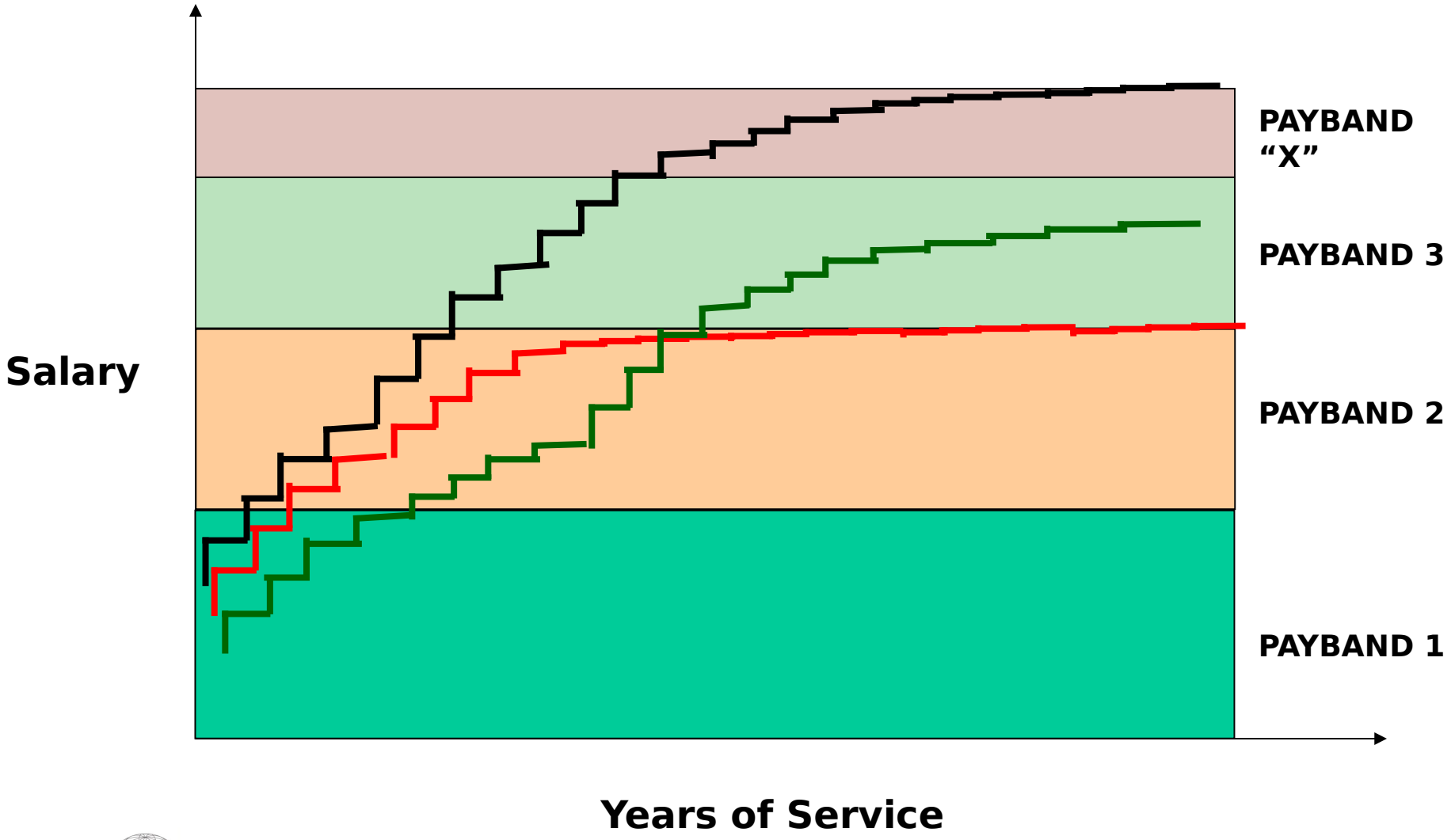
2 = Fully Successful

3-5 = Outstanding

Relation: Rating–Performance



What Ratings Mean to Salaries



ERDC Human Resources Info

Directorate of Human Resources Tools
https://erdcinfo.erdc.usace.army.mil/hr/websites.doc

Calculators: CSRS, FERS, TSP, Life insurance

Employee tools: how to read an SF-50, TSP enrollment, DFAS-payroll info

Travel info: per diem/mileage rates, official distance table)

Other tools: incentives/awards, addressing poor performance, Veterans' info, Selective Service

Handout 1

ERDC Human Resources Info

Lab Demo Project
https://erdcinfo.erdc.usace.army.mil/hr/labdemo.htm

Training and Development
https://erdcinfo.erdc.usace.army.mil/training

Vacancy Announcements
https://erdcinfo.erdc.usace.army.mil/hr/vacancies/index.htm

Benefits *(also links to Army Benefits Center)*
https://erdcinfo.erdc.usace.army.mil/hr/benefits/index.htm

Labor Management *(AFGE Local)*
https://erdcinfo.erdc.usace.army.mil/hr/labor/index.htm

ERDC Human Resources Info

- **2003 Salary Tables and Related Information** http://www.opm.gov/oca/payrates/index.asp
- **Directorate of Human Resources Bulletin Board** *(Q&As on various topics are posted)*
  https://erdcinfo.erdc.usace.army.mil/hr/board/index.htm
- **Thrift Savings Plan**
  http://www.tsp.gov
- **AKO–Army Knowledge Online** *(Army portal)*
  https://www.us.army.mil/portal/portal_home.jhtml
- **Civilian Personnel On Line**
  http://www.cpol.army.mil/

Questions ?